



Event Application Pack

2019/2020

Introduction

This events pack is designed to assist organisers in the successful planning and implementation of events.

As several departments are involved in the events approval process, the first point of contact for event applications is the City's events team, who will determine whether your proposed event falls within the City's policy guidelines and if the venue requested is suitable and available. Once this information has been determined, organisers are required to complete an event application and return to the events team who will assess the application.

The application form included with this events package must be completed in full, ensuring all questions in the package are answered, or marked not applicable if necessary.

The application form sets out all of the relevant questions required in order for the City to properly assess the application submitted and come to a decision on whether the event will be granted approval.

Depending on the requirements of the event, organisers may be required to liaise with other City departments as needed and where advised by the events team.

Please note, the submission of an event application does not imply the booking is confirmed - this is a registration of interest only.

Booking reserves and public spaces

Organisers are responsible for booking the space required for the event allowing sufficient time for the application to be assessed and processed (as detailed in this event application pack).

Early bookings (up to 12 months in advance) are essential to secure requested dates, as many locations in Fremantle are booked well in advance.

All bookings for the City's reserves are required to be in line with the City's strategic community plan and cannot be used solely as a marketing tool or branding of a particular product.

Submission Timeframes

Event applications must be submitted to the City prior to the event date, within the below timeframes.

Low Scale: For events up to and including 249 patrons, completed application forms must be submitted to the City's events team along with any further required documentation a minimum of **six weeks** in advance of your event.

Medium Scale: For events with up 250 - 4,999 patrons, completed application forms must be submitted to the City's events team along with any further required documentation a minimum of **three months** in advance of your event.

Large & Major Scale: For large and major scale events 5,000 patrons and above, your completed application form and additional documentation should be submitted a minimum of **six months** in advance of your event. Large and major scale events may require a report to Council or public consultation.

Any applications submitted outside of these times will only be processed at the discretion of the City.

Once an assessment of the application has been completed, the fees applicable for holding the event are determined and the events team will issue an approval document or agreement outlining all fees, charges and terms and conditions of hire.

For medium, large or major scale events; or as otherwise required by the City, organisers may be invited to an operations meeting along with other relevant department representatives to ensure all requirements as set forth by each department of the City are understood and adhered to.

Public liability insurance

Organisers are required to have public liability insurance cover for the duration of hire for an amount of no less than \$10,000,000 and up to \$20,000,000 dependent on the scale of the event. A copy of the insurance certificate of currency must be included with the event application.

Venue

The City has many approved event venues available for events. These are detailed in the event application form. City Officers can recommend suitable venues depending on the size and nature of the event.

Site plan

A detailed site plan must be submitted with the application.

Vehicle Access

Approval is required for any vehicle requiring access to any reserve for the purpose of transporting goods and equipment to the event site. Once a vehicle has unloaded/loaded, it must be driven off site and into allocated or public parking areas. Dependent on the scale of the event, a vehicle management plan may be required.

Food / Drink

If you intend to provide or sell food or drink at your event you are required to obtain permission from the City's environmental health services unit no later than fourteen days prior to the event.

A copy of the temporary food premises application can be made available to you on request. For more information contact the City's environmental health services team on 9432 9856 or email health@fremantle.wa.gov.au.

If your event has several food stalls/vehicles it is requested that a food coordinator is designated and that all applications are submitted together to assist in processing the applications.

In accordance with the City's Sustainable Events Policy, food or drinks must not be served in polystyrene or styrofoam containers and single-use plastic straws must not be sold or distributed. Paper or Australian-certified compostable straws are permitted.

Liquor consumption and sale of alcohol

If approved by Council, the sale and consumption of alcohol is only permitted for certain enclosed events, and a license must be obtained from the Department of Racing, Gaming and Liquor. The department requires a letter of approval from the landowners (the City of Fremantle) to be submitted with your application.

Contact the City's Events Team for more information. The Department will seek comment from the City and the Western Australian Police, when determining granting of the license.

A liquor license application may be obtained from:

Department of Racing Gaming and Liquor

87 Adelaide Terrace

Perth WA 6000

T: 9425 1888

W: www.rgl.wa.gov.au

If a license to sell liquor has been approved then a copy of the license must be forwarded to the City's Events Team before your event goes ahead. Persons must not bring their own alcohol to be consumed on any City of Fremantle property.

Tobacco Products

The Department of Health Tobacco Control Legislation 2019 restricts the sale of tobacco products at sporting, cultural or other events, such as music festivals or market stalls.

Noise

Under the Environmental Protection (Noise) Regulations 1997, if a proposed sporting, cultural or entertainment event should result in the emission of noise in contravention of the standard prescribed, an application for a non-complying event (Regulation 18) is to be lodged to the Chief Executive Officer no later than 60 days before the event, accompanied by an application fee of \$1,000 (late fees apply).

Music

If any music is performed at the event and the event is for commercial purposes, an application needs to be submitted to the Australasian Performing Rights Association (APRA) and Phonographic Performance Company of Australia (PPCA) to obtain the appropriate licenses. Contact APRA on (08) 9382 8299 and PPCA on (02) 9267 7877.

For events with amplified music, an application for a Regulation 18 non-complying event may be required via the City's environmental health department.

Event Operations

Toilet facilities

You are responsible for the provision of toilets sufficient for the number of patrons attending your event. The following table is a guide to the number of toilet facilities that must be provided. Note that if alcohol is not available at the event then the number of toilets may be reduced by 50 per cent. Unisex disabled toilet facilities must also be provided.

Total attendance	WCs	Male		Female	
		Urinals	Hand basins	WCs	Hand basins
1 000	2	3	1	5	1
1 000–2 000	3	6	2	10	2
2 000–3 000	4	9	3	15	3
3 000–4 000	5	12	4	20	4
4 000–5 000	6	15	5	25	5
5 000–6 000	7	18	5	30	6
6 000–7 000	8	21	6	35	7
7 000–8 000	9	24	7	40	8
8 000–9 000	10	27	8	45	9
9 000–10 000	11	30	9	50	10

The provision of toilets and emergency exits are key factors in limiting patron numbers capacity at the event. The numbers of toilets may be adjusted if the event has unusual characteristics, that is, a large proportion of patrons leaving the venue for a considerable time span.

Adequate lighting is to be provided for toilets during the hours of darkness. Directional signage to toilets must be provided. It is mandatory that all exits on the site be illuminated, especially at the conclusion of the event.

Duration of the event	Percentage of the table values as above
More than 8 hours	100%
6–8 hours	80%
4–6 hours	75%
Less than 4 hours	70%

Electrical requirements

Depending on the nature of your event and where it is to be held, electricity may be available. You are responsible for ensuring that an adequate electricity supply is available for your event, which may require supplying extra generators if necessary at your own cost.

All generators, electrical cabling, switches, fuses and the like are to be kept clear of patrons. Cabling should be relocated or covered to prevent tripping hazards and properly and safely secured. Silent generators should be used if necessary so as not to contribute unduly to noise and vibration levels of the event.

All electrical installations (including power leads) must be appropriately tested and tagged and comply with current electrical safety requirements.

You will be required to submit an application for a Certificate of electrical compliance for a Public Building (Form 5).

First Aid

The number of first aid personnel and first aid posts required vary with the type of event but as a guide the figures below can be used.

Patrons	First aiders	First aid posts
500	2	1
1 000	4	1
2 000	6	1
5 000	10	2
10 000	16	3

Tents, marquees, spectator stands and stages

Tents, marquees, spectator stands and stages are required to comply with the Health (Public Buildings) Regulations 1992. Your event may be classed as a public building under the Health (Public Buildings) Regulations 1992. If this is the case, you will be required to submit an application to construct, alter or extend a public building (Form 2). Further applications may be required to certify any structures built at your event, such as an application for a public building certificate or certificate of structural compliance.

Event Safety

Dependent on the size and nature of the event, the event organiser may be required to liaise with key stakeholders including WA Police, Public Transport Authority, Port Authority and Emergency Services.

Risk management plan - A comprehensive risk management plan in accordance with AS/NZS ISO 31000:2009 must be submitted to the City with the event application.

Evacuation diagrams/emergency management plan - It is necessary for organisers to prepare and submit an evacuation diagram and/or emergency management plan in accordance with the Health (Public Building) Regulations 1992. All staff and security personnel must be briefed in evacuation procedures prior to the event and evacuation maps are to be placed in key staff areas.

Security

Satisfactory security arrangements are to be made and enforced by event organisers. Security personnel are to be experienced crowd control officers and should be from a licensed security company. The City does not allow security dogs to be used under any circumstances.

Depending on the size and scale of the event, organisers may be required to engage the WAPOL Major Events Unit. Organisers should discuss these requirements directly via Major.Events.Coordination.Unit@police.wa.gov.au.

Waste & Cleaning

Event organisers are responsible to manage the removal of waste and equipment during and after the event. Paired and clearly labelled waste and recycling bins must be provided at all events and all sites are to be left completely free of rubbish and debris. Bins may be hired from the City's waste management services via waste@fremantle.wa.gov.au or by calling 1300 693 736. Hire fees are applicable.

If remediation is required due to damage or waste, the event organiser will be charged accordingly.

Animals at events

Animals are not allowed on reserves in the City. However, an event may have an animal farm for children. All animal faeces resulting from an animal farm must be removed immediately and matting may be required depending on the venue. Petting zoos must not be set up near food stalls or vehicles and must abide by the Department of Health's Petting Zoo Guidelines available via the Department of Health website <https://ww2.health.wa.gov.au/>

Water events

If any part of your event is to be held on Navigable Waters, you may require approval from the Department of Transport – Navigational Safety Navigational.Safety@transport.wa.gov.au.

Filming

Filming is permitted within Fremantle provided that fourteen (14) days' notice is given and an appropriate application form submitted. Applications are not required for filming short segments (no longer than five minutes) for background or souvenir purposes, providing there is no disruption to staff, customers or the general public and the footage is for personal or student use.

Where filming requires the exclusive use of a City venue or reserve, an application to hire the required space should be submitted, subject to the appropriate deadlines for submission as outlined in this event package being adhered to. Filming application forms are available via the City's website: www.fremantle.wa.gov.au/busking

Traffic management

Events that require road closures within the City must submit a traffic management plan by an accredited traffic management company along with an application for a road closure and an application to obstruct. The plan will be assessed by the City and if approved a signed copy of the application for a road closure will be given back to organisers to submit to Fremantle Police Station.

If road closures do form part of the event, it is a requirement that no less than fourteen days prior to your event, you provide written notification to the residents and businesses affected by the road closures and place an advert in one of the local newspapers. The City's events team can provide you with a database of addresses to mail this notification to.

If you are seeking to implement road closures for longer than 48 hours, public consultation may be required.

Refer to the *Main Roads Traffic Management for Events Code of Practice* for further clarification.

Parking requirements

There are a number of car parks throughout the City. A detailed map and list of locations is available on the City's website. www.fremantle.wa.gov.au/visit/parking-fremantle/where-park.

If your event requires reserved parking bays, please detail the number of bays and locations you require in your application. Fees are applicable.

Processions

If your event has less than fifty people and you wish to hold a procession through the streets of Fremantle, you will need to complete an application for a Permit to hold a Public Meeting and/or Procession- Section 7 of the *Public Order in Streets Act 1984*. This application is available via www.police.wa.gov.au/Police-Direct/Traffic and should be submitted to Western Australian Police. Once approved, the events team will need to receive evidence of the WAPOL approval.

Permits and documents required

You are responsible for supplying all of the necessary documents and permits required so that an assessment of your event can be made.

Below is a list of the documents, licenses and/or permits that may be required by the City prior to approval of your event being granted.

Document Type	Issued By
Operations and Safety	
Site Plan	Event Organiser
Public Liability Insurance Certificate of Currency	Event Organiser
Production Schedule / Run Sheet	Event Organiser
Turf and Vehicle Management Plan	Event Organiser
Emergency Management Plan	Event Organiser
Risk Management Plan	Event Organiser
Emergency Site Plan	Event Organiser
Event Management Plan	Event Organiser
Stakeholder Consultation & Notification	Event Organiser
Resident / Local Business Notification Letter	Event Organiser
Laser Operation	Radiation Health Branch, DOH
Pyrotechnics Permit	Department of Mines & Petroleum
APRA/PPCA Licenses	APRA/PPCA
Filming Permit	City of Fremantle
Licenses to Operate Drones or RPVs	CASA
Health	
Application for Approval for a Non-Complying Noise Event (Reg 18)	City of Fremantle

Application to Construct, Extend or Alter a Public Building (Form 2)	City of Fremantle
Electrical Compliance Certificate (Form 5)	City of Fremantle
Application for a Public Building Certificate	City of Fremantle
Certificate of Structural Compliance	City of Fremantle
Application for Temporary Food Permit	City of Fremantle
Traffic	
Traffic Management Plan	A licensed traffic management company
Application for Order of Road Closure	Event Organiser
Road Closure Approval	WAPOL
Obstruction Permit Application	Event Organiser
Procession Permit	WAPOL

Marketing

The City of Fremantle delivers a significant destination marketing program under the brand THIS IS FREMANTLE. We encourage all event organisers to leverage and engage with this brand by incorporating the brand logo on marketing collateral and through social media. Please refer to the 'how to engage' document on the City's corporate website www.fremantle.wa.gov.au/DMWG for more information.

Creating an accessible event

People with disability comprise over 20% of the Western Australian population which means approximately 1 in 5 people have a disability in Western Australia. The Disability Services Commission have published guidelines, *Creating Accessible Events*, which are located on their website www.disability.wa.gov.au. The City encourages compliance with the recommendations outlined in these guidelines.

As a minimum, the City suggests event organisers consider the following recommendations in planning events:

Promotional material

- Have you used a plain font (such as Univers, Helvetica or Arial) that is a minimum of size 12 font in your communications?
- Does your promotional material state access options for the event, for example location of parking, public transport options, stairs access only, lift access or ramps available for wheelchair use?
- Have you encouraged patrons to make contact ahead of time if they have any access requirements?
- Does your promotional material advertise alternative formats being available?

Accessible parking bays

- Does your event have access to an accessible parking bay close to the event entrance (less than 40m)?
- Is the accessible parking bay/s clearly identified?

Continuous accessible paths of travel

- Is there a continuous path of travel free of obstacles from the accessible parking bay and/or set-down area to the event entrance?
- Does your event have a continuous path of travel free of obstacles to services/activities within the event perimeter?
- Is the path a firm, non-slip surface?

Toilets

- Does the event have a unisex accessible toilet?
- Does the accessible toilet have a clear space of 850mm in front of the toilet door?

Other

- Does your event have clear, directional signage to key services such as toilets?
- Have you considered providing an Auslan interpreter for spoken portions of the event to include the deaf community?

To loan beach wheel chairs for events on City of Fremantle beaches please contact the following:

- South Beach – City of Fremantle Bookings Officer 9432 9712
- Bathers Beach – Shipwreck Galleries 9431 8469
- Leighton Beach – Fremantle Surf Life Saving Club 9335 4359

Creating a sustainable event

Under the City's Sustainable Events Policy, the below provisions apply to all events that require formal approval of the City, including events supported by City grants ('approved events').

Approved events must:

- Exclude the provision, sale, distribution or use of:
 - *Single use plastic straws*. This does not include paper straws or straws made from bio-plastics that are certified as compostable according to Australian standards.
 - Balloons and confetti
 - Polystyrene and Styrofoam for distribution of food or drinks
- Minimise the use of printed promotional material

Small scale events are encouraged to adhere to below requirements. All large and major scale events (over 5,000 attendees) are required to implement the below:

- Provide paired and clearly labelled waste and recycling
- Provide a free and easily accessible alternative to bottled water which enables patrons to refill empty drink bottles
- Promote walking, riding and public transport options
- Provide adequate bike parking

Approved events are encouraged to:

- Exclude provision, sale or distribution of single-use plastics at the event. This includes: cutlery, cups, coffee cups, bottles, plates, containers, bags and cling wrap. This does not include bottled water or bio-plastics made from 100% plant material that are certified as compostable according to Australian standards
- Restrict promotional material, decorations and supplies to those which can be reused, recycled, contain recycled content and/or be certified carbon offset.

Nyoongar Acknowledgement

The City encourages providing Nyoongar acknowledgement at events to help promote greater appreciation of Aboriginal culture, show respect for Traditional Owners, and to better community relationships to assist the reconciliation process. Please consider arranging a Welcome to Country or providing an Acknowledgement of Country.

Welcome to Country - A Welcome to Country involves a traditional owner (a Whadjuk person described as having descended from the ancestors named on the Whadjuk People Native Title claim) welcoming people to their land, usually at the opening of significant events. In the event a Whadjuk Elder is not available then an Acknowledgement statement can be made.

Acknowledgement of Country - An acknowledgement statement is a way the wider community can acknowledge the culture and ongoing relationship of traditional peoples to land and sea of an area, even when a Whadjuk elder is not present. It is a symbolic gesture as part of the ongoing reconciliation process.

An example of an Acknowledgement of Country is “We would like to acknowledge the Whadjuk people as the traditional owners of the greater Fremantle/Walyalup area and we recognise that their cultural and heritage beliefs are still important today.”

City of Fremantle Contacts

Events Team	Events@fremantle.wa.gov.au
Environmental Health Officers	Health@fremantle.wa.gov.au
Parking Officers	Parking@fremantle.wa.gov.au
Traffic & Engineering	Info@fremantle.wa.gov.au
Marketing	Marketing@fremantle.wa.gov.au
Parks & Landscapes	Parksandlandscape@fremantle.wa.gov.au
Waste Services	Waste@fremantle.wa.gov.au
Community Safety	Communitysafety@fremantle.wa.gov.au
Arts & Community Grants	Grantfunding@fremantle.wa.gov.au